

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FILE Personnel 3

FROM: Director of Personnel  
5 E 56 HQ

EXTENSION

NO.

72.3455

DATE

5 SEP 1972

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for Support 7D18 HQ

9.15.72 Cg

Bernie Drell's first cut at a history ran about 1 1/2 pages and is attached for your information. Also attached is a second cut which reduced the text to one program page. The second version has been reviewed and approved by John Warner and Walter Pforzheimer and a copy has been left for review by Hugh Cunningham.

The Presidential quotations, also attached, will run a bit over one page--we would have to drop last two paragraphs to get on one page. If you want to use this material at the beginning of program we must hold to one page each--but if we use at the end we have choice of running over on to 8th page.

☐

STATINTL

Harry B. Fisher  
Director of Personnel

I much prefer the shorter history which among other deletions drops the approvals of former Directors.

STATINTL

☐

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<input checked="" type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>	SECRET
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Mr. Harry Fisher, D/P				
2					
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<input type="checkbox"/> ACTION		<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY		
<input type="checkbox"/> APPROVAL		<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION		
<input type="checkbox"/> COMMENT		<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN		
<input type="checkbox"/> CONCURRENCE		<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE		
<b>Remarks:</b> <p style="margin-left: 40px;">Harry,</p> <p>Attached is a first draft of an encapsulated history per your request. I am circulating it to OGC, Walter Pforzheimer, and Hugh Cunningham for comment and would also appreciate your suggestions. I suggest not forwarding to DCI until these comments are received and until I have had a little time to think about it and smooth it out a bit. It should take no more than 1½ to 2 pages.</p> <div style="text-align: right; margin-right: 100px;"> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> <p>Bernard Drell</p> </div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Chief, CIA Historical Staff				1 Sept 72	
<input checked="" type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL	<input type="checkbox"/>	SECRET

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1 September 1972

D R A F T

During the War for American Independence George Washington conducted strategic intelligence operations by virtue of his authority as Commander-in-Chief. President Franklin Roosevelt, citing similar authority, on 11 July 1941, --five months before Pearl Harbor--designated Colonel William J. Donovan as Coordinator of Information bearing on national security. On 13 June 1942 the President reconstituted Donovan's component as the wartime Office of Strategic Services, and commissioned it to conduct strategic intelligence operations under the direction of the Joint Chiefs of Staff.

When OSS was terminated on 1 October 1945, its functions were distributed between the Department of State and the War Department. After a lively debate over the proper form for a permanent intelligence establishment, President Truman created the position of Director of Central Intelligence on 22 January 1946, to coordinate the intelligence activities of the Government through the medium of a Central Intelligence Group, staffed by personnel detailed from the interested departments, under the overall direction of a National Intelligence Authority.

In 1947, when Congress created the new defense establishment under the National Security Act, it also provided for a Central Intelligence Agency. Thus CIA was born twenty-five years ago today,

on 18 September 1947, as a statutory agency, with provision for its own budget and its own personnel. The Director of Central Intelligence continued as the President's chief intelligence officer and the head of the new Central Intelligence Agency.

Under a series of able Directors -- such as hard-driving General Walter Bedell Smith, patient and persuasive Allen W. Dulles, and administratively efficient John A. McCone -- the Agency won the respect of the intelligence community, the support of Congress, and the reaffirmed endorsement of each successive President.

During the period, CIA developed a highly professional cadre of personnel to cope with the intelligence demands of the Cold War. Conventional intelligence methods were augmented by applying advanced technology to intelligence collection and analysis. Exploiting such resources, CIA provided the President with objective appreciations of conditions behind Stalin's Iron Curtain, estimated the true pace of Khrushchev's efforts to bury the US economy, and clarified the realities of the arms race.

Later, during the conflict in Indochina, the President, the Secretary of Defense, and the Congress have looked to CIA for forthright evaluations of the US military and pacification programs. Most recently, in November of 1971, President Nixon turned to the Director for new leadership in coordinating the intelligence activities of the Government as the intelligence community was about to enter its second quarter century of service.

MEMORANDUM FOR: Mr. Harry Fisher, D/P

Harry,

Attached is a shorter, revised draft, which I am now coordinating with Cunningham, Pforzheimer, and others. This draft should fit into a single page.



Bernie Drell

5 Sept 72

(DATE)

STATINTL

5 September 1972

D R A F T

### A Brief History

During the War for Independence, George Washington conducted strategic intelligence operations by virtue of his authority as Commander-in-Chief. In this tradition, President Franklin D. Roosevelt, on 11 July 1941 -- five months before Pearl Harbor -- designated Colonel William J. Donovan as Coordinator of Information, and on 13 June 1942 as head of the wartime Office of Strategic Services, to conduct foreign intelligence operations under the direction of the Joint Chiefs of Staff.

When OSS was terminated on 1 October 1945, its functions were distributed between the Departments of State and War. After listening to a lively debate over the proper form for a permanent foreign intelligence establishment, President Truman on 22 January 1946 created the position of Director of Central Intelligence to coordinate the foreign intelligence activities of the Government through the medium of a Central Intelligence Group.

In reorganizing the defense establishment under the National Security Act of 1947, Congress provided by statute for the foreign intelligence mission which had previously been authorized by Presidential directive. Thus CIA was born 25 years ago today, on 18 September 1947, when the Director of Central Intelligence also became the head of the new Central Intelligence Agency.

Under a series of distinguished Directors, CIA earned the confidence of the President, the respect of the intelligence community, and the support of Congress. Concurrently, CIA developed

a highly professional staff to cope with the intelligence demands of the Cold War. Conventional intelligence methods were augmented by creating and applying advanced technology. Employing these new techniques, CIA provided the President with objective appreciations of conditions behind Stalin's Iron Curtain, estimated the true pace of Khrushchev's efforts to bury the US economy, and clarified the realities of the arms race.

Later, during the conflict in Indochina, top US policymakers have looked to CIA for forthright evaluations of the impact of US military programs abroad. And now, on the threshold of its second quarter century, the Agency faces a number of new challenges, among the most significant of which are support of the mutual nuclear disarmament effort, participation in the international war on the illicit narcotics traffic, and leadership in implementing the President's instructions of November 1971 that the foreign intelligence activities of the US Government be more fully coordinated.

PRESIDENTIAL COMMENTS

President Truman, in a note for display along with his portrait at CIA Headquarters, wrote on 9 June 1964:

To the Central Intelligence Agency, a necessity to the President of the United States, from one who knows.

President Eisenhower, speaking at the laying of the cornerstone of CIA's new Headquarters Building at Langley, Virginia, on 3 November 1959, said:

Upon the quality of your work depends in large measure the success of our effort to further the Nation's position in the international scene.

President Kennedy, addressing the personnel of CIA at its Headquarters on 28 November 1961, emphasized:

Your successes are unheralded--your failures are trumpeted.... But I am sure you realize how important is your work, how essential it is--and ~~how~~, in the long sweep of history, how significant your efforts will be judged.

President Johnson stated at the swearing in of a new Director and Deputy Director of CIA at the White House on 28 April 1965:

The purpose of this [Central Intelligence Agency] effort, like the purpose of all that we do, is to strive for an orderly, just, and peaceful world. In this effort more than in many others a high order of selflessness, of dedication, of devotion, is asked of men and women. The compensation of them comes not in fame, certainly not in rewards of salary, but in the reward of the sure knowledge that they have made a contribution to freedom's cause.

President Nixon, on the occasion of his visit to Headquarters on 7 March 1969, remarked to the assembled personnel:

I know how vitally important the work of this organization is.... And in a sense, then, I look upon this organization as...one of the great instruments of our Government for the preservation of peace, for the avoidance of war, and for the development of a society in which this kind of activity would not be as necessary, if necessary at all.

I know too, that there will be no Purple Hearts, there will be no medals, there will be no recognition of those who have served far beyond the call of duty because by definition where the CIA is concerned your successes must never be publicized and your failures will always be publicized....

I know. And I appreciate what you do.

Invite DCI  
& visit  
auditorium  
before ceremony  
18 Sept - to  
experience new  
lighting

check -  
Ray Oct 47  
21 Oct 47  
April 4 1953 -

Jackson confirmed by Senate?  
Honorable?  
When did CIA make Senate  
Confirmation

One page history - benign  
OSS CIG CIA

NSC act 47

Pres quotes on intel  
upon  
Kennedy

No empty seats - ashtrays  
will really have to  
work at this.

Agreed - agreed HBF plan on 3000 copiers \$10

DCI as Master of Ceremonies  
or HBF?

DCI remarks not speech  
notes desired?

Approx 300 of 400 eligibles  
will be here - front  
section - all 3 areas  
They will not have reserved  
seats.

Other groups 10, 15, 20  
3 yr Career staff  
C & class  
5 yr

Kissinger arrive at his office or  
at auditorium

OSS chemist

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Henry A. Kissy

24 AUG 1972

MEMORANDUM FOR: Deputy Director for Support

Jack:

1. We visualize the 18 September ceremony proceeding along the following lines:

a. I will give the audience some general instructions prior to the arrival of the Director and Dr. Kissinger. These will include advising the audience to rise when the Director enters, remain standing and sing the National Anthem with the leader, [redacted] will not be introduced but will follow the Director on stage and lead the singing when the welcoming applause stops.

b. We do not believe it necessary for the Director to be introduced and suggest he proceed to the podium following the National Anthem and address the group. We anticipate he would comment that this is our 25th anniversary, mention the composition of the audience, possibly ask the 25-year group to stand, and introduce the speaker, Dr. Kissinger.

c. At the conclusion of Dr. Kissinger's remarks, we would anticipate some brief closing remarks by the Director.

2. The above does not provide for presentation of the 25-year certificate to the Director by General Walters. If this is to be part of the ceremony, we will need to identify a spot in the program where this will occur.

[redacted]

Harry B. Fisher

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Press awards ceremony.

300 of 400 will be here front part of hall.

no individual presentation or picture  
depts will have to set up later.

award to Dr. I?

On stage - 9  
+ depts  
Jewelry  
Colby  
Hem W  
P.C.  
Dr K

**EYES ONLY**

17 AUG 1972

MEMORANDUM FOR: Mr. Coffey

SUBJECT : Anniversary Ceremony

1. I thought you might want to touch base with Mr. Colby before he goes on leave concerning the proposed outline for the ceremony procedures.

2. We are assuming here that the Director will act as the stage manager (as Mr. Colby visualizes) and that the principal remarks will be made by Dr. Kissinger.

3. We don't see the Director of Personnel having a role except that of perhaps instructing the audience prior to the arrival of the Director and Dr. Kissinger.

4. After the national anthem is sung we see the Director advancing to the podium and providing the opening remarks concerning the occasion and introducing--as fitting to such an occasion--those groups of employees representative of the Agency's population who are on this day passing certain milestones in their careers. We see the Director introducing these groups--who will stand upon introduction--in the order of the breakdown of seating previously submitted to you, i. e., first the CT class, then the career staff members, followed by the five-year groups up to the final group of employees celebrating their 25th anniversary. Following this the Director introduces Dr. Kissinger.

5. We had great difficulty working out a suitable point in the procedures where General Walters could present the 25-year certificate to the Director. We suggest the following. When Dr. Kissinger's remarks are completed and the applause has died down, General Walters simply advances to the podium and states that he will now present, as commemorative to the occasion, the certificate of 25 years of service to the Director--upon which the Director advances and accepts and General Walters returns to his seat.

Proposition 46  
Each Dep 1(4)

**EYES ONLY**

25  
23  
15  
10  
CT  
34  
290  
40  
30  
29  
10

ADMINISTRATIVE — INTERNAL USE ONLY

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**EYES ONLY**

6. In conclusion the Director can acknowledge the certificate on behalf of all those who have also served 25 years of service, can thank Dr. Kissinger for his appearance and close the proceedings.

7. I'll be glad to discuss any of the above with you.



Acting Director of Personnel

STAT

Att

**EYES ONLY**

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ADMINISTRATIVE — INTERNAL USE ONLY

EYES ONLY

1. On stage seating;  
  
Dr. Kissinger  
Mr. Helms  
General Walters  
Mr. Colby  
Mr. Tweedy (D/DCI/IC)  
Mr. Coffey (DDS)  
Mr. Karamessines (DDP)  
Mr. Proctor (DDI)  
Mr. Duckett (DDS&T)
2. The Director will escort Dr. Kissinger to the auditorium.  
The audience will rise when the Director and Dr. Kissinger enter and remain standing while they proceed to the stage.
3. Since the ceremony will be filmed, it is assumed that some general instructions will be given to the audience prior to the arrival of the Director and Dr. Kissinger which would include advising the audience to rise when the Director and Dr. Kissinger enter, remain standing and sing the National Anthem on cue from the organist.
4. Director's remarks:  
Regarding 25th anniversary.  
Announce the various categories present and ask them to stand.  
Introduction of Dr. Kissinger.
5. Dr. Kissinger's remarks.
6. Presentation of 25-Year Certificate to the Director by General Walters.
7. Director's closing remarks.

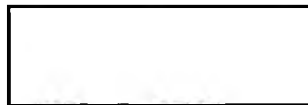
DD/S PERSONNEL  
FILE *Personnel 3*

Acting Director of Personnel  
5-E-56 Headquarters

Jabber -

Thank you for your quick reaction to our conversation Monday morning. I did not have an opportunity to use the data before getting back the results of Mr. Colby's conversation with the Director.

After you have had a chance to consider the attached and perhaps to take a first crack at the outline we could talk.



John W. Conley

15 AUG 1972

STATINTL

Deputy Director for Support 7-D-26 

STATINTL

DD/S:JWC:llc (15 August 1972)

Distribution:

- 0 - Addressee w/cpy DD/S 72-3209 - *via tube*
- 1* - DD/S Subject w/O DD/S 72-3209 w/*background*
- 1 - DD/S Chrono w/cpy DD/S 72-3209

15 AUG 1972

**EYES ONLY**

DD/S 72-3209

15 AUG 1972

## MEMORANDUM FOR THE RECORD

SUBJECT: Twenty-fifth Anniversary Celebration

1. On 14 August I re-raised with Mr. Colby the matter of the Agency's twenty-fifth birthday celebration. I noted that the questions which need resolution include (a) whether former Directors, Deputies, Executive Directors, non-Agency guests such as key members of Congress and members of USIB will be invited, and (b) how to constitute the audience. Mr. Colby preferred to limit the participants to Agency personnel. He further suggested that instead of having all present be awardees we include in the audience the newest CT class and perhaps a group of recent "graduates" into career staff. Further he preferred to have us divide the seats beyond 25-year awardees in a proportionate way among Agency components regardless of longevity.

2. Later in the afternoon Mr. Colby discussed the subject with the Director. It was decided that (a) this will be an internal Agency affair, and (b) no employee awardees will go to the stage - instead the various categories of participants will be identified from the stage and will stand in place. Mr. Colby wishes us to develop an outline and a draft script. He visualizes that the Director would be the stage manager and that the remarks would be made by Dr. Kissinger. He also visualizes that the only individual in the auditorium to receive a certificate that day would be the Director and that that one would be presented by General Walters.



John W. Coffey  
Deputy Director  
for Support

STAT

cc: D/Pers

**EYES ONLY**

DD/S:JWC:llc (15 August 1972)

Distribution:

- O - DD/S Subject
- 1 - D/Personnel
- 1 - DD/S Chrono

**CONFIDENTIAL**

DD/S 72- 3206

14 AUG 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Twenty-fifth Anniversary

1. This memorandum is for your information.

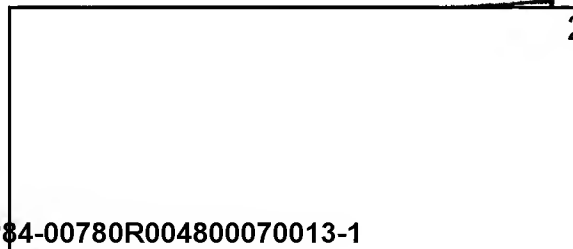
25X1 2. After my telephone conversation with you this morning, [ ] and I prepared the following statistics in an effort to provide some proportionate representation in the anniversary ceremony of the groups of employees you discussed with Mr. Colby. The figures above are provided in the attachment.

3. There is a total of 390 personnel in the Agency eligible to receive the 25-year certificates. We are presently conducting our final poll to determine those who will be here and who will attend. We do not have the results of the poll in hand as yet but we are in anticipation of about 290 being in attendance, the rest being overseas or otherwise unable to be present.

4. That leaves 209 remaining seats in the auditorium.

25X1 25X1 25X1 25X1 5. There is a total of [ ] persons eligible for the 10, 15 and 20-year awards [ ] respectively). We have taken five percent of this figure or [ ] to invite to the ceremony. We suggest they be broken down in this manner: [ ] representatives of the 10-year awards, [ ] representatives of the 15-year awards, and [ ] representatives of the 20-year awards. We can distribute these seats proportionately among Agency components along the lines mentioned in paragraph 7 below. This leaves [ ] seats.

6. There are 29 in the newly formed July 1972 CT class.



**CONFIDENTIAL**

~~CONFIDENTIAL~~

7. We have rather arbitrarily chosen 10 to represent those employees newly converted after their three years provisional employment to career staff status. We are now down to 50 seats which we suggest be distributed as follows in order to provide Agency-wide representation. The numbers provided below correspond to the number of major components in each of the Directorates and the Office of the Director:

Clandestine Service	15
Science & Technology	7
Intelligence	10
Support Services	7
Office of the Director	<u>7</u>
	46

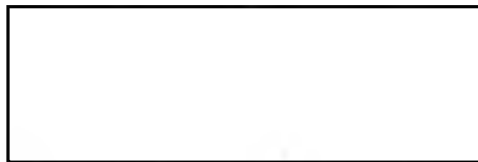
8. The remaining 4 seats we suggest be distributed one each to the immediate offices of the four Deputy Directors.

9. There will still, of course, be room in the back of the auditorium for the usherettes, door attendees, security officers, etc.

10. The above distribution would mean that we will not do as we have done in the past in providing a couple of rows in the front for the senior officers in the Agency--the VIP section. It is true that many of these senior officers will be among the estimated  to receive the 25-year certificate. If it is decided that certain senior officers should attend above the proposed distribution the numbers representing the 10, 15 and 20-year awards can be reduced.

25X1

11. One final suggestion: it may be in order to consider limiting the office and component distribution given in paragraph 7 above to those Agency employees who have recently passed their 5-year period of service with the Agency which could then give us representation all the way from new EOD's and those recently passing the career staff requirement to those who have reached 5-year milestones every fifth year to the anniversary date.



25X1

Acting Director of Personnel

Att

~~CONFIDENTIAL~~

25X1

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SENDER WILL CHECK CLASSIFICATION TO WHICH IT APPLIES			
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		SECRET	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DDS		
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5			
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<p>Remarks:</p> <p>Jack,</p> <p>I will be gone as you know until about 20 August. I really don't believe we should wait much longer to confirm these basic recommendations. In particular I believe Fix Div &amp; Deps should address</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
			2 AUG 1972

x will be other senior official in Agency - not receiving awards

x outside guests, if any

500 approx.

stage  
duchett

Former Directors, Deputies, & Miss  
McLone Carter Kippelbach  
Raborn Taylor White  
Cuthman

Key Congressional member

WE ✓  
18 Sept Plot

Directorate Representatives:

DD/I Walter Pforzheimer

DD/P

DD/S&

DD/S Harry Fisher


25X1

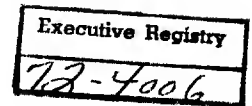
25X1

UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		DATE		
1	A DDS		20 JUL 1972		
2	D/PEBS		16 JUL 1972		
3					
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b> The DCI is inviting Dr Kissinger to be <del>the</del> the speaker — We can discuss other guests later —					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Executive Director				18 JUL 1972	

STATINTL

STATINTL

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<b>OFFICIAL ROUTING SLIP</b>					
<b>TO</b>	<b>NAME AND ADDRESS</b>	<b>DATE</b>	<b>ALS</b>		
1	Acting Deputy Director for Support 7D18, Hq.	17 JUL			
2	Executive Director-Comptroller 7E-12 Hqs.				
3					
4					
5					
6					
<b>ACTION</b>		<b>DIRECT REPLY</b>	<b>PREPARE REPLY</b>		
<b>APPROVAL</b>		<b>DISPATCH</b>	<b>RECOMMENDATION</b>		
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<b>CONCURRENCE</b>		<b>INFORMATION</b>	<b>SIGNATURE</b>		
<b>Remarks:</b>					
1 to 2:					
Bill:					
As the attached memorandum indicates, we are making progress with plans and arrangements for the 25th Anniversary Ceremony.					
 Robert S. Wattles Acting Deputy Director for Support					
<b>FOLD HERE TO RETURN TO SENDER</b>					
<b>FROM: NAME, ADDRESS AND PHONE NO.</b>					<b>DATE</b>
Director of Personnel 5 E 56, Hq.					17 JUL 1972
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17 JUL 1972

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : 25th Anniversary Ceremony

Bob:

I have met with representatives of the four directorates and discussed the various aspects of the forthcoming 25th anniversary of the Agency. A variety of suggestions were proposed which shake down to the following:

- a. The anniversary ceremony should be held in the Agency auditorium on 18 September 1972 at which time the Director would present 25-year certificates to eligible employees.
- b. The ceremony should be an in-house affair with the Director as the principal speaker.
- c. Those individuals on stage with the Director should include the Deputy Director, the Executive Director, the Deputy for the Intelligence Community, the four Deputy Directors, and the Director of Personnel.
- d. As of 30 June 1972 there were 402 employees on board who will complete 25 years of service with the Agency on 18 September 1972. Of this number, it is estimated that 300 will participate in the ceremony. The auditorium has 499 regular seats and it is anticipated that a majority of the 199 seats not occupied by charter members of the Agency will be allotted to representative employees eligible to receive 10-, 15-, and 20-year certificates. This representative group will receive their certificates, however, at a later date at appropriate ceremonies in their particular directorates. The remaining seats would be reserved for Agency officials though number and method of distribution have not been determined.

e. Employees honored for safe driving records should not be included in this ceremony.

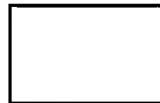
f. The ceremony should be filmed and taped as in the past.

g. The estimated 300 employees going on stage to receive their certificates will be assigned specific reserved seats in the auditorium. They will be seated by directorate with the appropriate Deputy Director reading the names as they go on stage. The Executive Director will read the names of employees assigned to the Office of the Director.

h. A distinctive program handout will be printed commemorating the 25th anniversary but the specifics to be included have not been determined.

i. While it has been decided that the 25-year certificate for the Director will be signed by the Deputy Director, there were differing opinions as to who would make the presentation and whether former Agency officials should be invited. If it is determined that a non - Agency official, for instance, Dr. Kissinger, is to be invited, any remarks he would make should be in connection with the presentation to the Director.

I believe it would be appropriate for the above information to be discussed in the near future at the Deputies Meeting. I am, of course, available to meet with you prior to that time.



Harry B. Fisher

STATINTL

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Scenario

D/Pers

DCI  
Dirk

Present Off to DCI?  
Group stand in place?

Change character  
from Award Ceremony  
to birthday party.

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1. How does PDI  
get more than  
PDI - if we are  
larger in US/Hgs  
Area?
2. No chauffeurs?

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29 August - 9:30 a.m.

Mr. Helms re 25th Anniversary

Mr. Fisher will be here at 8:15 a.m.

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1	Deputy Director for Support 7 D 18, Hq.				
2					
3					
4					
5					
6					
<b>ACTION</b>		<b>DIRECT REPLY</b>	<b>PREPARE REPLY</b>		
<b>APPROVAL</b>		<b>DISPATCH</b>	<b>RECOMMENDATION</b>		
<b>COMMENT</b>		<b>FILE</b>	<b>RETURN</b>		
<b>CONCURRENCE</b>		<b>INFORMATION</b>	<b>SIGNATURE</b>		
<b>Remarks:</b>					
<b>FOLD HERE TO RETURN TO SENDER</b>					
<b>FROM: NAME, ADDRESS AND PHONE NO.</b>					<b>DATE</b>
Director of Personnel 5 E 56, Hq.					
UNCLASSIFIED		CONFIDENTIAL		SECRET	

24 AUG 1972

MEMORANDUM FOR: Deputy Director for Support

Jack:

1. We visualize the 18 September ceremony proceeding along the following lines:

a. I will give the audience some general instructions prior to the arrival of the Director and Dr. Kissinger. These will include advising the audience to rise when the Director enters, remain standing and sing the National Anthem with the leader, [redacted] will not be introduced but will follow the Director on stage and lead the singing when the welcoming applause stops.

b. We do not believe it necessary for the Director to be introduced and suggest he proceed to the podium following the National Anthem and address the group. We anticipate he would comment that this is our 25th anniversary, mention the composition of the audience, possibly ask the 25-year group to stand, and introduce the speaker, Dr. Kissinger.

c. At the conclusion of Dr. Kissinger's remarks, we would anticipate some brief closing remarks by the Director.

2. The above does not provide for presentation of the 25-year certificate to the Director by General Walters. If this is to be part of the ceremony, we will need to identify a spot in the program where this will occur.

Harry B. Fisher

Distribution:

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OP/BSD [redacted] jas (24 August 1972)

	25yr	20yr	15yr	10yr	CT July 72	career staff	Members	Total
DDCI							7	
DDI							10	1
DDP							15	1
DDSAI							7	1
DDS							7	1
Total	290	60	30	30	29	10	<u>46</u>	<u>4</u> 500

25<sup>th</sup> Birthday

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Colby & Depts

17 Aug

Noon - 18 Sept

DCI few remarks

25 20 15 10

CTS

Career staff

no hand shaking

Mr Kissinger remarks

Depts get designations

Depts give ideas

"Continuity" is the theme

18<sup>th</sup> You R. P.

EYES ONLY

PROGRAM

The National Anthem . . . . . Assembly

Remarks . . . . . Director of Central Intelligence Mr. Richard Helms

Address . . . . . Dr. Henry Kissinger  
Assistant to the President  
for National Security Affairs

Presentation of 25-Year  
Certificate to the Director . . . Lt. General Vernon A. Walters, USA  
Deputy Director of Central Intelligence

Closing Remarks . . . . . Mr. Richard Helms  
Director of Central Intelligence

EYES ONLY

DD/S REGISTRY

FILE Personnel 3

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	Acting Deputy Director for Support 7D18, Hq.	17 JUL 1972			
2	Executive Director-Comptroller 7E-12 Hqs.				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	

STATINTL

**Remarks:**

1 to 2:

Bill:

As the attached memorandum indicates, we are making progress with plans and arrangements for the 25th Anniversary Ceremony.

/s/ Robert S. Wattles  
Robert S. Wattles  
Acting Deputy Director  
for Support

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
Director of Personnel 5 E 56, Hq. [redacted]	17 JUL 1972
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FORM NO. 237 Use previous editions

(40)

**DD/S Distribution:**

Orig - ExDir w/orig of att (DD/S 72-2813)

1 - DD/S subject w/cy of att

1 - DD/S chrono

DD/S 72-2813: Memo dtd 17 July 72 to A-DD/S fm D/Pers, subj: 25th Anniversary Ceremony

17 JUL 1972

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : 25th Anniversary Ceremony

Bob:

I have met with representatives of the four directorates and discussed the various aspects of the forthcoming 25th anniversary of the Agency. A variety of suggestions were proposed which shake down to the following:

- a. The anniversary ceremony should be held in the Agency auditorium on 18 September 1972 at which time the Director would present 25-year certificates to eligible employees.
- b. The ceremony should be an in-house affair with the Director as the principal speaker.
- c. Those individuals on stage with the Director should include the Deputy Director, the Executive Director, the Deputy for the Intelligence Community, the four Deputy Directors, and the Director of Personnel.
- d. As of 30 June 1972 there were 402 employees on board who will complete 25 years of service with the Agency on 18 September 1972. Of this number, it is estimated that 300 will participate in the ceremony. The auditorium has 499 regular seats and it is anticipated that a majority of the 199 seats not occupied by charter members of the Agency will be allotted to representative employees eligible to receive 10-, 15-, and 20-year certificates. This representative group will receive their certificates, however, at a later date at appropriate ceremonies in their particular directorates. The remaining seats would be reserved for Agency officials though number and method of distribution have not been determined.

e. Employees honored for safe driving records should not be included in this ceremony.

f. The ceremony should be filmed and taped as in the past.

g. The estimated 300 employees going on stage to receive their certificates will be assigned specific reserved seats in the auditorium. They will be seated by directorate with the appropriate Deputy Director reading the names as they go on stage. The Executive Director will read the names of employees assigned to the Office of the Director.

h. A distinctive program handout will be printed commemorating the 25th anniversary but the specifics to be included have not been determined.

i. While it has been decided that the 25-year certificate for the Director will be signed by the Deputy Director, there were differing opinions as to who would make the presentation and whether former Agency officials should be invited. If it is determined that a non-Agency official, for instance, Dr. Kissinger, is to be invited, any remarks he would make should be in connection with the presentation to the Director.

I believe it would be appropriate for the above information to be discussed in the near future at the Deputies Meeting. I am, of course, available to meet with you prior to that time.

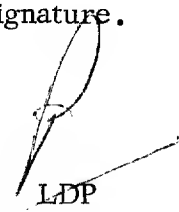
*Signed*

Harry B. Fisher

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TRANSMITTAL SLIP		DATE
		17 July 1972
TO: Mr. Wattles		
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REMARKS:		
<p>Recommend your signature.</p> <p> LDP</p>		
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TRANSMITTAL SLIP		
TO: DDS		
ROOM NO.	BUILDING	
REMARKS: Obviously use of Honorable was in question. I thought you would be interested in Col. White's note on this subject. <div style="border: 1px solid black; width: 50px; height: 50px; margin: 10px auto;"></div> <div style="display: flex; justify-content: space-between;"><div>elect pres app wt cong amb 101-21734</div></div>		
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P 72-52

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29 March 1971

MEMORANDUM FOR: Dr. Howard Ehrmann

Dr. Ehrmann:

Admitting at the outset that I am completely unqualified as a protocol officer, it does seem to me that all of this business about "The Honorable" is much ado about nothing. I don't see how we can make a mistake by using "The Honorable" for all of the civilian Directors and Deputy Directors. We certainly won't offend them by according them this title, and we might well do so by not. Why take this chance?

If there is some law, rule, regulation, or precedent of which I am unaware and which I should consider, please let me know. If on the contrary this is merely a question of judgment, please get this long-delayed pamphlet published, according "The Honorable" to all civilian Directors and Deputy Directors.



L. K. White

25X1

Attachment:

Revised Page Proof for the  
CIA Blue Pamphlet

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